

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
FINANCE COMMITTEE**

September 26, 2014 – 12:00 Noon

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Cushing, Krug, Platner, Queen, Troyk

Members Absent: None

Call Meeting to Order: Chair Krug called the meeting to order at 12:03 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Jennifer Lueneburg, Oneida County Social Services Financial Services Manager; Erv Teichmiller, ADRC-NW Board of Directors Chair, and Miki Bix, ADRC-NW Board of Directors Secretary.

Public Comment & Introductions: There were none.

Approval of the Amended Agenda: Cushing moved to approve the amended agenda with eleven items; Queen seconded. All Ayes. Motion Carried.

Approval of the Minutes of the August 22, 2014 Finance Committee Meeting: Cushing moved to approve the minutes of the August 22, 2014 Finance Committee meeting; Queen seconded. All Ayes. Motion Carried.

Financial Statements – August 2014: After review, Cushing moved to accept the August 2014 Transaction Report in the amount of \$113,500.21 and forward it to the full Board of Directors for review; Queen seconded. All Ayes. Motion Carried. The Committee then reviewed the Revenue/Expense Report for August 2014. The line item “Interpreter Services/Contracted” is projected to run approximately \$15,000 over budget. This is related to higher than projected needs for interpreter services by ADRC-NW customers. Queen moved to accept the Revenue/Expense Report as presented subject to audit; Platner seconded. All Ayes. Motion Carried. The 2013-2014 ADRC Federal & State GPR Revenue Report was then reviewed. It shows that through June 2014, the ADRC-NW has received approximately \$95,000 more than through the same period in 2013. The August 2014 Time Report showed a 39.37% capture rate for the month and a year-to-date capture rate of 38.31%.

Furniture & Equipment Proposals: Parkkila recommended that the ADRC-NW replace two laptops and five desktop computers because all will be three years old in 2015. The total cost for this will be \$9,700. She would also like to purchase four more bariatric chairs at a total cost of \$2,200. At present, it appears that the 2014 budget will be underspent by approximately \$41,000, so there will be money in this year’s budget to make these purchases. (These figures do not include expenditures for the new telephone system.) Troyk moved to recommend to the full Board of Directors that it purchase two new laptops, five desktop computers, and four

bariatric chairs at a cost of \$11,900. Queen seconded. Four voting aye, one member (Cushing) voting no, the motion carried.

New Telephone System Installation Status: The new telephone equipment has been ordered, and much of it has already arrived. The telephone consultant has recommended that the new system use Ethernet rather than coax cable to eliminate dropped calls. The overall telephone bill with the new system should be comparable to the current bill with Frontier and should provide many more features as well as increased reliability.

ADRC-NW Regional Staff Wages: The Executive/Personnel Committee previously recommended that the full Board of Directors grant a raise to ADRC-NW regional employees at the rate of 1.6%. Cushing moved to recommend to the full Board of Directors that it grant a raise to ADRC-NW regional employees at the rate of 1.6%; Queen seconded. All Ayes. Motion Carried.

Future Meeting Schedule: There was no discussion of this item.

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be a joint session with the Executive/Personnel Committee at 1:00 P.M. on Thursday, October 23, 2014. The next regularly scheduled meeting of the Finance Committee will be Friday, November 7, 2014 at 12:00 Noon.

Adjournment: With no further business, Troyk moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 12:48 P.M.

Handouts: Minutes of the August 22, 2014 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; August 2014 Transaction Activity Report; Revenue/Expense Report through August, 2014; August 2014 100% Time Report; 2013-2014 Federal & State GPR Revenue Report; 2015 Preliminary Budget Worksheet.